

*Office Memorandum* • ~~CONFIDENTIAL~~ UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 22 September 1960

FROM : Chief, Plans and Policy Staff

SUBJECT: Weekly Activity Report #38

1. DTR Staff Meeting

Since both [ ] will be involved in JOT instruction on Friday, 23 September, no one from PPS will attend the DTR staff meeting on that day. PPS has reported in writing action taken pursuant to the 16 September meeting.

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2. Training

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In addition to regular ITC instruction, current PPS involvement in Training is as follows:

a. [ ] presented "Coverage of FI Targets" to JOT's on 2 September 1960 and will [ ] in "The Agency Overseas" on 23 September. [ ] will also make the closing remarks at the end of the JOT Orientation Course on that date.

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b. [ ] will attend the "EOE" block of the JOT Orientation Course, 20-23 September 1960, and this will be entered on her Agency Training Record. Her notes will be utilized by PPS and PC/TR.

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3. Educational Specialist

Preparatory to offering instructional guidance and training to [ ] group in LAS, [ ] observed the September 16 morning session of "Germany--Americans Abroad Orientation #17" conducted by [ ]

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In connection with the interpreter project, [ ] interviewed two more FE members: [ ]. Also, [ ] observed the use of an interpreter in a training session for one trainee.

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